



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**Solicitation is open to:** Afghan Nationals Only

**Position Title:** Development Program Specialist (Budget)

**Type of vacancy:** Multiple

**Opening date:** July 31, 2014

**Closing date:** August 14, 2014

**Vacancy announcement #:** USAID/306/14/65/OPPD

**Work hours:** 40 hours (Full time)

**Position Grade:** FSN-10

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Development Program Specialist (Budget) in the Office of Program and Project Development (OPPD).

## **BASIC FUNCTION OF THE POSITION:**

USAID is a critical partner in the reconstruction, rehabilitation, and reintegration of Afghanistan into the international community and is contributing to the U.S. Government's long-term commitment to the stability and security of Afghanistan. USAID has a major role in carrying out U.S. programs towards Afghanistan's economic and social reconstruction and democratic development. Such programs are essential to the achievement of security goals in Afghanistan.

The USAID program in Afghanistan is increasingly seen as the model for similar operations in unstable and/or post-conflict countries, and as such, these responsibilities and the policy direction that flow from them are of direct relevance to the highest priority U.S. national and foreign policy objectives.

USAID/Afghanistan's Office of Program and Project Development (OPPD) is responsible for a full range of program design, analysis, budgeting, planning, authorization, implementation, reporting, and evaluation activities. It is the key office in ensuring that activities are designed to achieve the goals outlined above and the authorized resources flow in a timely fashion to carry out activities; USAID activities are coordinated with related overall U.S., Afghan, and international efforts; and reviews are undertaken to consider adjustments to better meet objectives. The Office includes five functional subdivisions as follows:

- Project Development Division
- Cross Cutting Division
- Resource Management Division
- Development Outreach Communications Division
- Information Management Division

The Resource Management Division is headed by the Deputy Program Officer for all budget related documentations for the Congressional Budget Justification and Fiscal Year budgetary

information required by the F Bureau. This division is also responsible for managing and improving the Mission's overall program budgeting and portfolio management support systems including the developed of the mission procurement plan.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **1. Mission Budget Management**

Under the supervision of the FSN Development Program Specialist (Budget) FSN-12, the incumbent serves as a Budget Specialist with primary responsibility for the accuracy of the mission's program budget and monitoring the status of all sources of funds. S/he Keeps track of the Mission's documents needed to ensure timely and adequate obligation of funds into the four Strategic Objective Agreements (SOAGs) and to the new Assistance Agreements and ensuing sub-obligation of funds to specific projects and programs. S/he Works on SOAG amendment packages and updates the financial and narrative components of the amendment document to obligate funds allowed to the Mission. S/he works in close cooperation and coordination with the Office of Financial Management (OFM), Office of Acquisition & Assistance (OAA), and budget liaison specialists from the Mission's seven technical offices. The incumbent has primary responsibility for preparing, updating, and quality control of the Mission's procurement plan and systematically reports on the procurement plan's status on a regular basis. S/he also provides tracking of procurement actions in accordance with each technical office's approved procurement plan, to the FSN budget manger, OPPD Director and Deputy Director and Strategic Objective (SO) Team Leaders.

### **2. Mission Program Budget Implementation Monitoring**

Provides technical assistance to the other Strategic Objective teams, including management of the overall SO, individual activities, projects and programs budgets. S/he helps SO teams utilize and analyze budget data, conduct mortgage and pipeline analyses, track authorized ceilings in project and program approval action memoranda, compile accruals, and analyze costs and expenditure trends. S/he helps CTOs and activity managers to develop and maintain their projects' historical budget and financial analyses as well as ensure compliance with USAID budget policies, adhering to the Agency's forward funding and other rules and regulations. S/he takes initiative to identify budget issues and financial implementation problems, and reports these issues to his/her supervisor, SO Team Leaders, CTOs and the Deputy Program Office Director.

The Development Program Specialist (Budget) helps ensure the effective monitoring of the resources for the Mission. Using Excel, Power Point, Access and other software, the Development Program Specialist prepares quantitative analyses and presentations, develops and maintains various program budget-related tables, trackers, and databases. In this capacity he/she helps coordinate and manage the Mission's program budget, including: authorizing the allowance of funds, being responsible for the accuracy of funds committed by Modified Acquisition and Assistance Request Documents (MAARDs), managing and monitoring the Mission's program budget, participating in program budget negotiations with technical offices (strategic objective teams and sub-teams), making budget presentations to senior Mission and Embassy management, and developing budget tables for the Mission's Annual Operational Plan and Congressional Budget Justification.

## **Specific Duties**

- a. Takes responsibility for the accuracy of the Mission's program budget, monitors status of all sources of funds and the allowance of funds by USAID Washington to the field. Monitors program budget planning and implementation in accordance with the requirements of congressional notification of funds and approved operational plan. Prepares illustrative budget tables and narratives for Strategic Objective Agreement (SOAG) amendments. Ensures obligation and sub-obligation requirements are met in a timely manner. Monitors activities mortgage and pipeline status and advises activity managers on appropriate actions.

- b. Maintains easily accessible electronic files and historical records on all Mission budget tasks and reports. Tracks all budget-related directives and earmarks using the Agency's and Bureau coding systems. Advises activity managers and CTOs on correct usage of Agency codes, on USAID's budget guidelines and standards of quality for financial reporting, and provides relevant guidance on budget planning and financial reporting in the USAID Automated Directives System (ADS).
- c. Coordinates preparation of budget tables, prepares and submits summary budget tables for the annual USAID/Afghanistan Operational Plan and Congressional Budget Justification and coordinates closely with the OFM on all issues relating to program budget implementation actions. Drafts reports and prepares USAID program budget information as requested by the OPPD Office Director for USAID internal usage. Presents overall program budget status to Mission management.
- d. With concurrence of the OPPD Office Director and Development Program Specialist (Budget), responds to requests for USAID program budget information from the Government of the Islamic Republic of Afghanistan (GIROA), other counterparts and multi-lateral organizations. Will serve as a liaison with the Ministry of Finance, and other Ministries as appropriate. This includes preparation of PowerPoint slide presentations and graphics (such as pie charts, flow charts and graphs) on the USAID program budget.

#### **QUALIFICATION/EVALUATION CRITERIA:**

**Education:** A bachelor's degree in finance, business management, economics, mathematics or statistics is required. A master's degree in any of the above related disciplines is desirable.

**Experience:** A minimum of five years of progressively responsible experience in development project budgeting, and/or financial management for an international organization, with a significant amount of that experience gained from working in developing countries is required. Previous work experience in development, rebuilding or transition of a country is highly desirable.

**Language:** Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading of Dari or Pashto is required.

**Knowledge, Skills and Abilities:** The candidate must have experience in working creatively and cooperatively with a wide range of U.S. and international colleagues from other countries. The candidate must have strong analytical capabilities and have careful attention to detail and accuracy in financial and budget planning. The candidate must have a demonstrated ability and skills needed to produce budget reports, graphs, and charts, and to work with other Mission staff in order to complete the budget tasks; must have experience in working creatively and cooperatively with a wide range of U.S. and international colleagues from other countries.

The employee will need to manage his/her workload on a daily basis. The candidate must have a demonstrated ability to work under time pressure to meet deadlines. Incumbent must have competency in using MS Office Suite, PowerPoint presentations, and Access database software, and other commonly used software.

#### **HOW TO APPLY**

Applicants are requested to submit a complete application package which must include all required documents to [afpakjobs@usaid.gov](mailto:afpakjobs@usaid.gov) and [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: Development Program Specialist (Budget) (OPPD1465)**

**ANY/ALL application submissions after the closing date will not be considered.**

## REQUIRED DOCUMENTS:

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Application for Employment (AE) as a Locally Employed Staff (DS-174) [http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html) <http://www.state.gov/documents/organization/136408.pdf> and/or
3. A current resume or curriculum vitae that provides the same information found on the DS-174 form.

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.)

### Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Female applicants are encouraged to apply.**

USAID IS AN EQUAL OPPORTUNITY EMPLOYER  
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY